

**Virginia Department of Planning and Budget  
COMMONWEALTH TECHNOLOGY RESEARCH FUND  
SECOND FUNDING CYCLE, FISCAL YEAR 2002  
PROPOSAL CHECKLIST**

**Program Type:**

(check one)

- ☐ Strategic Institutional Enhancement Program
- ☐ Industry Inducement Program
- ☐ Matching Funds Program

**Proposal Format:**

- ☐ Proposal Checklist (Form A)
  - ☐ Title Page (Form B)
  - ☐ Project Summary (Form C)
  - ☐ Economic Impact Statement
  - ☐ Project Description (10 pages maximum)
  - ☐ Timeline
  - ☐ Budget (Form D) with itemized budget explanation
  - ☐ Funding/Leverage Statement
  - ☐ Biographical Sketches
  - ☐ Partnership and Intellectual Property Plan
  - ☐ Conflict of Interest Statement (Form E)
  - ☐ Reviewer Information (not applicable for Matching Funds Program)
- Note:** Appendices are not allowed and will not be considered in the proposal evaluation process except for Matching Funds Program proposals. Applicants wishing to submit supplementary materials should contact program staff after proposal submission.

**Proposal Deadline:**

Proposal must be received by the following deadlines for the Strategic Institutional Enhancement Program.

- Second round of awards, fiscal year 2002
  - Pre-proposals are due by 5 p.m. June 15, 2001.
  - Applicants notified of results of review in July, 2001.
  - Proposals are due by 5 p.m. on September 21, 2001.
  - Award announcements will be made in November, 2001.

**Copies and  
Submission Info. :**

Electronic proposals should be sent in .pdf format to [research@dpb.state.va.us](mailto:research@dpb.state.va.us)

Written proposal (signed in blue ink) should be sent to:  
Richard D. Brown, Acting Director  
Department of Planning and Budget  
200 N. 9th Street, Room 418  
Richmond, VA 23219

Both electronic and written proposals are due on the same date.